



# 2010

# INTERNATIONAL MICROWAVE SYMPOSIUM

IEEE MTT-S • MAY 23-28, 2010 • ANAHEIM, CALIFORNIA

THE GOLDEN STATE OF MICROWAVES

## Call for Proposals – Workshops

IMS workshops represent a unique forum for the exchange of ideas and information, bringing together technical experts in an interactive setting. Workshops are intended to be instructive, allowing for the interactive exchange of technical information. While the subject material is generally required to be state-of-the-art (SOA), some tutorial material may be included to assist attendees not familiar with the subject area. It is not a venue to promote commercial products. Workshops are solicited from all technical areas within MTT-S as well as new microwave subject areas. In particular for 2010, workshops are solicited in the following areas:

- Green microwave technologies (e.g. microwave energy transmission from space to Earth, energy efficient industrial applications, etc.)
- New microwave materials and devices based on nanotechnology
- New devices and applications for GaN (LNAs, switches, signal conversion, etc.)
- Millimeter-wave CMOS technology
- Low-cost microwave and millimeter-wave packaging
- Terahertz devices and applications
- Ultra-wideband devices and systems

Workshops will be held on Sunday, Monday and Friday of Microwave Week 2010. In addition to IMS 2010, the RFIC Symposium ([www.rfic2010.org](http://www.rfic2010.org)), and the ARFTG Conference ([www.arftg.org](http://www.arftg.org)) will sponsor or co-sponsor workshops during Microwave Week.

**Workshop Proposal Submission:** The workshop submittal process is described on the next page. Proposals for the IMS 2010 workshops must be submitted using the workshop proposal form available at [http://ims2010.org/call\\_proposals.html](http://ims2010.org/call_proposals.html) to be submitted to the [proposal submission website](#). The due date for workshop proposals is 16 October 2009. This is the first and final due date for workshop proposals. No preliminary proposal is required.

### Workshop Highlights:

- Awards will be given to workshop organizers for the highest attendance workshop and the highest quality workshop.
- Workshop fees will be waived for speakers/organizers that submit notes on time and meet all workshop organizational deadlines.
- A number of workshops will be recorded for web-based virtual participation, see [www.ims2010.org](http://www.ims2010.org).
- Accepted workshop summaries will be placed on the IMS 2010 web site prior to the conference for the benefit of workshop registrants.

### Electronic Submission Deadlines

Workshop proposals due:	16 October 2009
Workshop accept/reject notification:	14 December 2009
Workshop notes due in PDF format:	11 March 2010

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## Workshop Proposal Instructions

**General Guidelines:** A workshop can be full-day (8 hours) or half-day (4 hours). Generally a full-day workshop will have no more than eight speakers: four morning speakers and four afternoon speakers. Speakers should be well-known contributors in their field with good English presentation skills. There will be two 20-min breaks, one midway through the morning and one midway through the afternoon. The length and timing of the talks is at the discretion of the workshop organizers. Plenty of time should be allocated for questions either during or following each talk. Question and answer panels are encouraged. A guideline for speaker slides is typically 35 slides/speaker or 140 slides/half-day, and 280 slides/full-day. Specific questions can be submitted via email to the Workshop Chair, [schellenberg@ieee.org](mailto:schellenberg@ieee.org).

### Proposal Submission Instructions:

- 1) Download the workshop proposal form from [http://ims2010.org/call\\_proposals.html](http://ims2010.org/call_proposals.html). Workshop organizers must adhere to the format provided by the form.
- 2) Organizers must complete the first section including the organizer's contact information, workshop justification and abstract. The organizer should indicate two or more MTT Technical committees for review purposes. In the second section, the organizers must include speaker information and abstracts from the workshop speakers as indicated. It is the responsibility of the organizer to obtain this information from the speakers and include it in this first and final proposal.
- 3) After completing the proposal form, organizers must convert the form to PDF format for submission. Completed proposals can then be submitted to the [proposal submission website](#). The deadline is 16 October 2009.

**Workshop Selection Criteria:** All submissions must be in English. The MTT Technical Committees and the IMS 2010 Workshop Committee will review the proposals. The selection criteria and their weights are as follows:

*Technical Content:* Does the workshop contain new technology or state-of-the-art results? Does the workshop address a rapidly evolving technical area? Does the workshop present new and innovative ideas to the attendees? This factor is worth 40% of the workshop's total score.

*Quality:* Are the speakers recognized authorities in their field and has their participation in this workshop been confirmed? Is the workshop well organized with a coherent theme? Is the number of speakers appropriate for the time allocation? Is audience participation encouraged? This factor is worth 30% of the workshop's total score.

*Interest to IMS attendees:* Is this workshop different from previous workshops? Is this workshop relevant to today's microwave engineers? Have the organizers indicated clearly why this workshop should be presented? This factor is worth 30% of the workshop's total score.

### MTT Technical Committees:

A list of MTT Technical Committees can be found at <http://mtt.org/committees/technicalcom.html>.

**Previous IMS Workshops:** Prospective workshop organizers should review previous years IMS workshops to avoid duplication and to get a general idea of workshop organization and style. A description of IMS workshops can be found at each of the active legacy IMS websites listed below.

**Workshop Review Process:** Unlike prior years, there is only one workshop proposal submittal for IMS 2010. No preliminary proposal is required. This will be the first and final proposal. As such the proposal must be complete, including speaker abstracts and 100% speaker confirmation. Incomplete proposals will be rejected without further review.

Workshop proposals will be reviewed in a two-tier process. As part of the first tier review, the IMS 2010 Workshop Committee will work with the chairs of the appropriate Technical Committees to review workshop non-technical issues such as overlapping topics etc. Organizers of overlapping workshops will be encouraged to combine workshops and poorly targeted workshops will be eliminated. Proposals that pass this first level will be reviewed by at least two MTT Technical Committees (full committee review) for technical content, quality and interest as outlined in Workshop Selection Criteria above. Generally, a workshop proposal will receive four or more reviews each by members of two or more MTT Technical Committees. The best workshop proposals, based on the above criteria, will be accepted for IMS 2010.

For workshops on topics within the domain of existing MTT Technical committees, it is strongly recommended that the organizer select a primary and a secondary Technical Committee for review purposes. In special cases, where workshop topics are new to MTT or where workshops have a narrow focus, it will be acceptable to identify a single Technical Committee and then also request review by the IMS 2010 Workshop Committee. Workshop quality will be held to a particularly high standard in these special cases.

**Virtual Workshop Participation:** Workshops may be recorded as part of the IMS 2010 Virtual Participation program (see: [www.ims2010.org/virtualparticipation.php](http://www.ims2010.org/virtualparticipation.php)). Workshop organizers and all workshop speakers must agree before a workshop will be recorded for virtual participation. A virtual participant will be required to register in the same way as a regular workshop attendee.

**Notification/Notes Submission:** Workshop organizers will be notified by email of the final accept/reject decision by 14 December 2009. Refer to the website for detailed instructions on preparing workshop notes for publication. Workshop notes must be submitted by 11 March 2010 as PDF files, one slide/page color for the CD-ROM and two slides/page for the hardcopy B&W notes. Workshop speakers are responsible for formatting the notes. All fonts must be embedded in PDF files.

**Workshop Organizer Awards:** Feedback forms will be provided to the attendees in each workshop session. Special awards will be given to the organizers of the highest quality workshop as determined by the feedback and to the organizers of the highest attendance workshop.

**Workshop Fees:** Workshop fees will be waived for workshop speakers who submit notes on time and workshop organizers who meet all deadlines. Missed deadlines require IMS2010 Workshop Chair intervention.

**Clearances:** It is the workshop speaker's responsibility to obtain all required company and government clearances prior to submitting notes. Speakers submitting notes must verify that such clearances have been obtained and agree to the distribution of submitted notes to workshop attendees. Details on the note submission process will be available through the notes submission website ([www.ims2010.org](http://www.ims2010.org)).

## Past IMS Workshop Program Archives

IMS 2009 – Boston

[http://www.ims2009.org/workshop\\_sched.htm](http://www.ims2009.org/workshop_sched.htm)

IMS 2008 – Atlanta

<http://www.ims2008.org/publications/ProgramBook.pdf>

IMS 2007 – Honolulu

<http://www.ims2007.org/PB/IMS2007-Program-Book-2007-04-12.pdf>